

Bidders Conference Questions 7/10/12

Question 1: What counties make up the Central District of California?

Answer: Los Angeles, Orange, Santa Barbara, Ventura, Riverside, San Bernardino, San Luis Obispo

Question 2: Please confirm that the proposal should contain the following parts and be in the following order:

Section A - Solicitation/Offer/Acceptance Form, AO 367

Section B - Submission of Prices

(1) Services

(2) Prices

(3) Acceptable Responses

(a) Unit Price

(b) "N/C" = No Charge

© Subcontracting

(d) Prices and "No Shows"

(4) Estimated Monthly Quantity

Note: The offeror is not required to submit solicitation sections C, D, E, F, G, H, and I as part of its proposal.

Section K - Representations, Certifications, and Other Statements of Offeror

Attachment A

Attachment B

Attachment C

Attachment D

Sections L - Instructions, Conditions and Notices to Offerors, and M – Evaluation Criteria

Answer: Vendors only need to submit the sections that require that they provide information or fill out information. Therefore, vendors need to submit Sections A, B, K, and attachments A through D, and submit any of the other information and documentation called out in Section L and C.

Question 3: Should offerors respond to section J of the proposal?

Answer: No. See answer to Question 2 above.

Question 4: Should offerors respond to Section L.2 Provision 3-100, Instructions to Offerors - (APR 2011) on page L-4 of 12 or should they only include L.1 in their response?

Answer: The solicitation instructions do not require a response to provision 3-100. Offerors should prepare proposals in accordance with the proposal instructions in Section L

Question 5: Are there any formatting requirements i.e. font size, margins, spacing?

Answer: No.

- Question 6: Are there any binding requirements? i.e. bound, unbound, stapled, etc.
Answer: Yes, per the RFP Cover Letter signed by our Chief, do NOT submit proposals in binders or notebooks. They are to be unbound. Rubber bands or clips work best.
- Question 7: Can you describe what Part 9 on Section A, "Discount for Prompt Payment" means?
Answer: The vendor can offer a discount if payments for invoices that are received before the 30 day requirement. Otherwise, leave it blank.
- Question 8: Should page B-1 be included with the proposal?
Answer: Yes, it is part of the proposal. All of Section B is returned. We prefer you don't re-type the section as mistakes can be made. Enter the unit prices on Section B and submit this section as part of your proposal.
- Question 9: Are disposable breathalyzers acceptable to use?
Answer: This would not be acceptable. The Statement of Work indicates the following: "The vendor shall provide and use a reliable instrument approved by the USPO/USPSO." Later on it indicates the following: *"Maintain an instrument log that will document the instrument's serial number, requirements for calibration, dates of calibration, and the date for the next calibration."* Typically, instant alcohol tests simply report a positive or negative and do not give a specific BAC.
- Question 10: On the pharmacy section (where 3 quotes are needed), do you want us to get our own formula or do you have a formula that we can use?
Answer: You need to come up with your own.
- Question 11: Where is the list of medication you want us to shop for?
Answer: Local services for Project Code 6040, Psychotropic Medication.
- Question 12: For co-occurring residential, what if we want to subcontract with a clinic for them to provide medications? (take them to a clinic and they provide the medications).
Answer: The psychotropic medications, administration of them as well as medication monitoring would be included in the per diem rate, but there is no prohibition from sub-contracting with a clinic.
- Question 13: On Section B where the unit prices are requested, what are the numbers 2013, 2014, and 2015?
Answer: These are the fiscal years. They are not project codes. Vendors are to submit unit prices for each fiscal year.
- Question 14: What is the deadline for written questions and when will they be answered?
Answer: Questions from today's Webex will be answered this week. The deadline for written questions is July 17, 2012. All questions will be answered by July 20, 2012.

Question 15: Is there a medication list for residential co-occurring?

Answer: No, medications are included in the bid price.

Question 16: When you talk about the subcontractors, would that also include the psychiatrists?

Answer: Yes, anyone you contract with outside your immediate agency's employees.

Question 17: Chain of Custody and UA testing will be provided by you? If a UA needs to be sent out for you, will it be sent out to your lab?

Answer: Yes, all supplies will be provided by us. Any samples requiring lab testing will go to our national lab with no cost to you.

Question 18: In section L Attachment A do we need original signatures or do can we send copies?

Answer: Copies are acceptable.

Question 19: If we are a start up company, do we need to be up and running October 1, 2012?

Answer: Yes.

Question 20: If we do not have a staff that is certified to provide sex offender services, how will you look at the proposal?

Answer: You are not required to have someone certified if you are not providing specific sex offender treatment and are only providing substance abuse treatment to someone with a sex offense. Certification by the State's Sex Offender Management Board is only a requirement for those BPAs providing sex offender specific services.

Question 21: On Section L-Attachment C do we need to fill out one page per therapist or put them all on one?

Answer: All on one is fine.

Question 22: On Section L-Attachment C, who's signature is required? the clinical director's?

Answer: The Authorized negotiator in Section A.

Question 23: Could you tell me where we can get a current cost of what you're paying for services?

Answer: If you are interested in current unit prices, submit a request in writing for each BPA you are interested in, and we will provide that information to all who are on the bidders list for that BPA.

Question 24: Just to be clear, in Section L.2 there is nothing to respond or write in that section?

Answer: Correct.

Question 25: Are we going to receive a copy of the powerpoint?

Answer: It will be posted on our internet page, under "Vendor Information".

Question 26: Do you have the RFP in WORD format or fillable PDF? Or can you print it out and submit handwritten?

Answer: Section L does not specify anything in particular for format (i.e. Word, PDF, handwritten, etc), however, for legibility and ease of review, it is preferable that offerors submit proposals that are typed or created using a word processing software. If you must submit hand written proposals, you should make sure that they are clear and legible.

Question 27: The RFP talks about the ability to testify in court, if this occurs, are we expected to turn in case files to the Court?

Answer: Typically, the vendor releases what is allowed by HIPPA when ordered by a Judge.

Question 28: Does 42 C.F.R also apply?

Answer: Per Section C, vendors are to disclose defendant/offender records only in accordance with 42 C.F.R.

Question 29: Did you say that the proposal copies and the original need to have original signatures?

Answer: Yes, the original and both copies require original signatures.

Question 30: Is Case Management always field based?

Answer: Not always, but we want services close to the offenders/defendants and transportation of offenders/defendants may be required.

Question 31: Can you provide a full list of all the solicitations #s and what service corresponds to each type of service?

Answer: Yes, it will be posted on our intranet site.

Question 32: Did you say that if an agency only has one site in a particular area and the RFP states there must be 2 sites does that mean we can't apply?

Answer: You can apply but the proposal will be technically unacceptable.

Question 33: What does "JTR" stand for under unit price?

Answer: Judiciary Travel Regulations.

Question 34: With respect to local requirements in Section C, where in the application do we address these?

Answer: In the Certification of Compliance Statement (Section L-Attachment A). There may also be requirements that need to be addressed through Sections B, C, or D and/or through the provision of certifications or documentation.

Question 35: For residential substance abuse treatment under local services it says we need to provide 6 random UA tests a month and follow description of services for PC 1010, 1011 and 1504 where it describes a three phase system. Which one do we follow?

Answer: The Phase system is for outpatient testing only. Residential programs will provide a minimum of 6 random UA's per month.

Question 36: In the residential EMQ's you estimate 60 units. Is a unit a day? Does that mean 60 clients a month or 2 clients at 30 days?

Answer: As stated in Section B, Units for PC 1001 and PC 6002 a unit is per day. 60 units would translate to 60 days or 2 clients per month.

Question 37: Can an agency that did not submit a letter of interest still apply?

Answer: Yes, contact Helene Creager or Jennifer Smith to request an RFP.

Question 38: Can we use a reference from USPO that was one of our funders w/in the last 3 years?

Answer: It is a new requirement that employees of the U.S. Probation/Pretrial Services Office are not acceptable to list as references.

Question 39: In order to submit the proposal requirements in full, a writer should respond to page L-1 through L4?

Answer: Respond to all instruction in the entire Section L.

Question 40: Is it necessary to provide references in Section D if we have already worked with USPO and have monitoring reports for the past 3-6 years? Shouldn't those stand alone regarding our quality of work? Can we use USPO officers as references?

Answer: You must provide references and cannot use employees of US Probation/Pretrial Services Office as references.

Question 41: What are the dates of the potential site visits?

Answer: The second and third weeks of August.

Question 42: For RFP #125 (co-occurring residential), must a bidder offer services for both male and female? If so, may services be provided by the same bidder at separate facilities? (A male only facility and nearby female only facility).

Answer: Yes, however, both sites must be within the catchment area.

Question 43: Is there a difference in PC 6040, 6041, 6050 psychotropic medications? Is there a difference in these codes related to IOP and Outpatient Mental Health?

Answer: PC 6040 is the purchase of psychotropic medication, 6041 is the 5% administrative fee for the purchase of medications, and 6050 is the administration of medication (i.e. injectable, distribution of medication). This is true for both IOP and outpatient mental health BPAs.

Question 44: Are there currently providers in Riverside County for Mental Health Outpatient, Mental Health IOP, or case management?

Answer: Currently there is only mental health outpatient with case management as a part of that BPA.

Question 45: Can a nearby subcontracted psychiatrist or clinic prescribe and supply the psychotropic medications in long term residential for co-occurring where they are self administer them?

Answer: Yes, as long as all services described in PC 6002 are provided.

Question 46: Why are all the pay grades included in the RPF?

Answer: We are required to provide the Department of Labor Wage Determination for all RFPs that require urine collection services.

Question 47: Could you please put in wiring the list of treatment needs that you read at the beginning?

Answer: Treatment needs: Sobriety, improve mental health functioning, address individualized factors related to diagnoses such as low self-control, anti-social values, criminal peers, substance abuse, dysfunctional family, anger/hostility, problem solving, and conflict resolution skills. Goal is for success during supervision and beyond. Vendors are to assist with transitioning offenders to community resources for continued support and assistance beyond supervision.

Question 48: It sounds as if there is not an actual proposal narrative required (i.e. a write up that would describe our agency and experience) is that correct?

Answer: Yes, that is correct. However, vendors are to complete attachments A through D as instructed in Section L and these may require some narrative.

Question 49: May a reference letter be from an agency that a bidder provided services for on a cooperative or pro bono basis without monetary compensation?

Answer: Yes.

Question 50: Can you give quantity estimates for male vs female?

Answer: No, we don't have that information.

Question 51: Do we provide a price in Section B if under Unit Price if the Estimated Monthly Quantity says "unknown"?

Answer: Where the Estimated Monthly Quantity is listed as "Unknown," notice under the Unit Price, 5% of a cost, Actual Cost, or JTR may be listed. In these circumstances, do not include a Unit Price. In some instances, such as PC 6050, Charge for Administering Medication, the Estimated Monthly Quantity is listed as "Unknown" but there are blank spaces for all 3 years. In these circumstances, enter a Unit Price for each year.

Question 52: If I don't have 3 letters of reference, will the proposal be technically unacceptable?

Answer: Section L (Attachment D) does not require the offeror to submit letters of reference. The offeror must submit Attachment D listing three references (including name, address, contact person, and phone number) for whom they have provided services within the past 3 years. See Section L.1 of the solicitation.

Question 53: What are the best sections to review to determine what is expected of us to be technically acceptable?

Answer: All sections. Section B lists the required services. Section C lists the details of the services including local needs and staff requirements. Section L and the cover letter give instructions for each section of the RFP and Section M provides the evaluation criteria to be technically acceptable.